Steps for foreign organizations to obtain a DUNS Number

1. Go to the Online DUNS Request Portal: http://fedgov.dnb.com/webform

Select "Begin DUNS Search/Request Process."

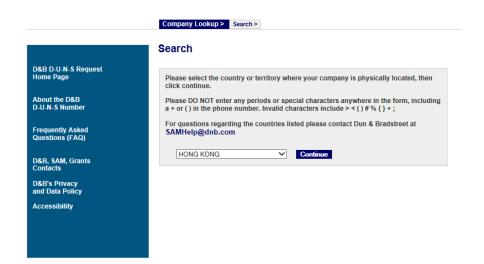
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Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com.

Adding govt@dnb.com to your address book may help prevent our emails from being inadvertently blocked.

2. Select your country from the drop-down menu and click "Continue."



3. Enter information about your organization at the bottom of the page (Business Name, Street, City, Phone), type in the verification code that is shown, and click "Submit."

Enter the following information for companies located in HONG KONG and click the submit button to execute your search.		
Business Name		
Street		
City		
Phone		
Hij3T	Click here for a new image Click here to listen to audio Click here to download wav file	
Enter the verification code shown:		
This is to prevent automated registrations		
Submit		

4. The system will run a search to determine if a DUNS number already exists for your organization. If there is no existing DUNS number for the organization, click on "Request a New D-U-N-S Number."

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5. Complete the form.

IMPORTANT Before clicking on "Submit Your Request" at the bottom of the page, take a screenshot of the completed form. When your organization registers in the System for Award Management (www.SAM.gov), information about the organization must be entered in exactly the same way as it was entered on the Dun and Bradstreet website, otherwise SAM.gov will reject the registration.

Once you have taken a screenshot of the completed form, click on the "Submit Your Request" button at the bottom of the page.

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D-U-N-S Number Request > Search > Enter Your Company Information >			
Request for New D-U-N-S Number			
Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.			
Complete the information below to obtain a new D-U-N-S Number for your company's physical location.			
Note: All fields are required unless otherwise indicated.			
	Company Name		
?	Legal Name	ABC Company	
?	Legal Structure	Select one	
?	Tradestyle Name 1 (optional)		
	Tradestyle Name 2		
	Tradestyle Name 3		
?	Phone Number of Business (at the location listed below)	852-1234-5678	
	Physical Address (Postbok, Post Box and APO/FPO address not accepted)		
?	Street	123 Street	
?	City	Hong Kong	
?	State		
?	Zip Code + 4/Postal Code		
	Country	HONG KONG V	
	Mailing Address (optional) Same as Physical Address		
?	Street/ P.O. Box		
	City		
	State		
	Zip Code + 4/Postal Code		
	Country	Select one V	
	Organization Information		
?	Executive Name		
	Title	Select one V	
?	Primary SIC code		

6. It may take as long as 4-6 weeks to receive a DUNS number from Dun and Bradstreet after completing the online registration process. For assistance or technical support, contact Dun and Bradstreet at CCRhelp@dnb.com.